



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20350-1000

SECNAVINST 4380.8A  
UNSECVAV  
1 May 1992

SECNAV INSTRUCTION 4380.8A

From: Secretary of the Navy

Subj: IMPLEMENTATION OF THE DEPARTMENT OF THE NAVY SMALL AND  
DISADVANTAGED BUSINESS UTILIZATION (SADBU) PROGRAM

Ref: (a) DoD Federal Acquisition Regulation Supplement  
(b) 15 USC 644(k)  
(c) Federal Acquisition Regulation  
(d) Navy Acquisition Procedures Supplement

1. Purpose. To establish Departmental policy and assign certain individual responsibilities relating to implementation of the Department of the Navy's SADBU Program (includes Historically Black Colleges and Universities and Minority Institutions). This instruction is substantially revised and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 4380.8.

3. Applicability. Applies to the Department of the Navy.

4. Definitions

a. Associate Director of Small Business. The official appointed at each Contracting Activity in accordance with subparagraph 7a(1).

b. Contract Administration Activities. Department of the Navy activities authorized to provide contract administration services.

c. Contracting Activities. Department of the Navy activities listed in Subpart 202.1 of reference (a) that award contracts.

d. Contracting Offices. Department of the Navy offices, other than those contracting activities listed in Subpart 202.1 of reference (a), with procurement authority of \$10,000 or more.



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e. Deputy for Small Business. The official appointed at each Major Contracting Office, Contract Administration Activity, and Contracting Office in accordance with subparagraphs 7a(2) and (3).

f. Director, Small and Disadvantaged Business Utilization, Office of the Secretary of the Navy. The official appointed for the Department of the Navy under reference (b).

g. Major Contracting Offices. Department of the Navy contracting offices whose total annual contract actions with U.S. business concerns exceed \$100 million in value.

h. Navy Small Business Council. The council, with membership comprised of the Director, SADBU, and Associate Directors of Small Business, which reviews and assesses Navy SADBU Program implementation effectiveness.

5. Policy. The Department of the Navy policy is to utilize small and small disadvantaged business concerns in obtainment of its acquisition requirements in accordance with references (a), (c), and (d), and other acquisition procedures, policy statements and directives. Such concerns shall also have the maximum practicable opportunity to participate as subcontractors in prime contracts awarded by the Navy to major prime contractors.

## 6. Responsibilities

a. The Director, SADBU, shall:

(1) manage Navy SADBU Program planning and development;

(2) apportion DoD-assigned SADBU Program goals to Navy Contracting Activities;

(3) serve as focal point within the Navy for SADBU Program matters;

(4) act as Navy advocate for small and small disadvantaged business utilization in obtainment of Departmental acquisition requirements; and

(5) review and concur with the individual appointments of Associate Directors of Small Business and Deputies for Small Business at Major Contracting Offices.

b. Commanders and Commanding Officers of Contracting Activities, Contracting Offices, and Contract Administration Activities shall:

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(1) take general responsibility for SADBUs Program implementation at the activity (to include achievement of assigned goals, ensuring that contracting and technical personnel maintain knowledge of SADBUs Program requirements, and that such personnel take all reasonable action to utilize small and small disadvantaged business concerns in obtainment of its acquisition requirements);

(2) assign SADBUs Program goals to subordinate contracting offices; and

(3) appoint small business personnel in accordance with paragraph 7.

c. Associate Directors of Small Business shall:

(1) manage the activity's SADBUs functions, including providing periodic reports to the commander/commanding officer on over-all SADBUs Program implementation at the activity;

(2) perform SADBUs Program duties in accordance with applicable acquisition regulations, policy statements, and directives;

(3) assist and advise contracting and project personnel [to include Program Executive Officers and direct reporting Program Managers] on SADBUs Program-related regulatory, policy, and directive requirements; and

(4) serve as an assistant and advisor to the Director, SADBUs, through membership on the Navy Small Business Council, in developing initiatives, policies and procedures for management of the Navy SADBUs Program.

d. Deputies for Small Business shall:

(1) manage the activity's SADBUs functions, including providing periodic reports to the commander/commanding officer on over-all SADBUs program implementation at the activity;

(2) perform SADBUs Program duties in accordance with applicable acquisition regulations, policy statements, and directives; and

(3) assist and advise contracting and project personnel on SADBUs Program-related regulatory, policy, and directive requirements.

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7. Appointment of Small Business Personnel

a. Commanders and commanding officers shall appoint small business personnel as follows:

(1) Contracting Activities. Appoint a full-time Associate Director of Small Business who shall report directly to the appointing official and shall not be subject to the direction of contracting or technical personnel. This appointment shall be submitted to the Director, SADBU, in accordance with subparagraph 6a(5).

(2) Major Contracting Offices. Appoint a full-time Deputy for Small Business who shall report directly to the appointing official and shall not be subject to the direction of contracting or technical personnel. This appointment shall be submitted to the Director, SADBU, in accordance with subparagraph 6a(5).

(3) Contracting Offices (Other Than Major Contracting Offices) and Contract Administration Activities. Appoint a full-time or part-time Deputy for Small Business, who shall report directly to the appointing official on SADBU Program matters. Notify the Director, SADBU, of these appointments.

b. Individuals appointed under subparagraph 7a shall possess business acumen, knowledge of contracting policies and procedures, and the training and background essential to accomplish the objectives of the SADBU Program.

c. Commanders and commanding officers shall provide the Director, SADBU, the following information concurrent with each appointment:

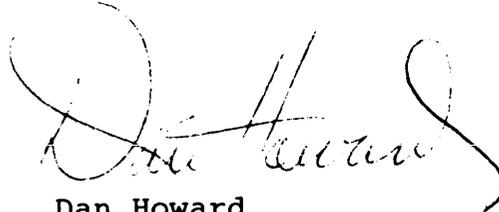
- (1) name of appointee;
- (2) series and grade level (or rank);
- (3) type of appointment (full-time or part-time);
- (4) activity mailing address (including organizational code of Associate Director of Small Business/Deputy for Small Business);
- (5) activity unit identification code;
- (6) activity level of procurement authority; and
- (7) Associate Director of Small Business/Deputy for Small

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Business telephone numbers (commercial, autovon, FAX).

d. For full-time appointments, also provide a copy of the appointee's Personal Qualifications Statement (Standard Form 171).

8. Report. The reporting requirement contained in subparagraph 7c is exempt from reports control by SECNAVINST 5214.2B.



Dan Howard  
Secretary of the Navy  
Acting

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